

Name: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

# ROMAN RESEARCH PAPER

## THE NOTE CARD METHOD

No matter what type of method researchers use to take notes, all methods share some similarities. They all:

- record **selected** information
- identify the **original source** of the information
- organize information by **topic**

Cutting and pasting information can be helpful, but it does not do the work of selecting relevant material and giving it a heading for useful organization. The **note card method** highlights a researcher's judgment while providing a tool for organization. Simply printing out articles and annotating or highlighting them does not allow for efficiently grouping information by topic.

### What is the Note Card Method?

The note card method uses two types of note cards to keep track of the information you find; bibliography cards and note cards. **Bibliography cards** are made for each source from which information is taken. They allow the researcher to take down all the information needed to create a bibliography citation for a particular book, website, or other resource. **Note cards** include one fact, the author of the fact, a page number, a reference to the research outline and sometimes a title. You will have many more note cards than bibliography cards.

### Bibliography Cards

Every source you use in your paper needs to have a bibliographic citation. The information needed to create that citation depends on the type of resource you use. Books require you to have the **author's full name** with the last name first, the **title** of the book (with capitalization as it is written on the title page), the **city** of publication, **publisher**, and the **year** it was printed. Bibliography cards for websites should include the author, title of the page, name of the website, publishing company or organization, publication date if you can find it, the date of access with the month day and year, and the url.

Reid, T. R. "The Sherpas." *National Geographic*. National Geographic Society, May 2003. 2. Web. 9 May 2012.  
<<http://ngm.nationalgeographic.com/2003/05/sherpas/reid-text/2>>

# Note Cards

When you find information that is useful in a resource, first make sure the source has a bibliography card! Once it does, create a note card by paraphrasing or summarizing the relevant information in the middle of the card. **Only one piece of information goes on each card!** In the upper left corner, write the code that indicates where this information fits in your outline. This code will start with a Roman numeral, then will most likely have a letter and possibly a number. In the upper right corner is the source information. From a book, this is the author and page number. From a website, this is the author if one can be found and the title of the page if there is no author listed.

II. B. 2.	Reid, 2
Sherpas help bring the many mountaineers and their gear to the summit, as well as serve hikers under 18,000 feet.	
The Sherpas own most of the more than 300 places to stay around the mountain and many of the companies that organize these trips.	

**BAD NOTE  
CARD WRITER!**

## Example Outline:

- I. Background Information
  - A. Location and geography of Mt. Everest
  - B. Facts about Mt. Everest
    - 1. Height of the mountain
    - 2. number who have climbed Everest
- II. Major Explorers Covered in this Paper
  - A. Sir Edmund Hillary
  - B. Tenzing Norgay and the Sherpas
    - 1. Norgay accompanied Hillary
    - 2. Sherpas still used to guide expeditions
  - C. Rob Hall
    - 1. Leader of the failed 1996 expedition
    - 2. Led group with little experience

### ***Paraphrasing is very important to avoid plagiarism!***

Take a look at what the actual source said and compare to what was put on the card. Did this student do a good job putting the information in his or her own words? You can write your evidence in note form to ensure you are not copying right from your sources.

"They serve not only as high-altitude porters for well-heeled mountaineers but also as guides for the larger number of trekkers who explore the region by hiking at altitudes under 18,000 feet, without any technical equipment. Sherpas own most of the 300-plus lodges and hotels and many of the companies that organize the treks."